



Safety Leaders Role and Responsibilities

1. Act as the contact focal person for his/her group with SPMS safety committee on safety & health matters
2. Keep up to date chemical inventory records and submit such inventory on a periodic basis to SPMS safety committee
3. Attend SPMS safety meetings
4. Mitigate safety and health risks in the work area by working closely with SPMS safety committee
5. Keep up to date Safety Data Sheet (SDS)
6. Conduct monthly inspections and send them to SPMS-SAFETY@ntu.edu.sg
7. Participation in School's safety objectives and emergency exercises
8. To close any findings during the monthly inspection or findings raised by the Safety committee
9. To co-operate with the auditors during any safety audits (internal or external or statutory bodies)
10. Keep up to date contractor management documents
11. Share and promote safety information with your research group members
12. Brief new researcher(s) on safety matters specific to their own lab and ensure new researcher(s) complete the required safety training, Risk Assessment and card access application.
13. Encourage your research group members to participate in school safety objectives, safety quizzes and other safety-related activities etc.
14. Timely report of any incident